

JAIPURIA INSTITUTE OF MANAGEMENT LUCKNOW



Alumni Policy Framework



VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



Jaipuria Institute of Management, Lucknow Alumni Policy Framework

Policy Title:	Alumni Policy Framework
Policy Owner:	Jaipuria Institute of Management Lucknow Alumni Association
Responsible Office:	Alumni Relations Office, Jaipuria Institute of Management, Lucknow
Contact Information:	Chairperson, Jaipuria Institute of Management Lucknow, Alumni Association
Pertinent Dates:	This policy was approved on May 12 & 13, 2018.
Approved By:	Alumni Core Committee, Jaipuria Institute of Management, Lucknow
Entities Engaged By This Policy:	All stakeholders
Reason for Policy / Purpose:	The Alumni Relations Policy helps to provide all Jaipuria Institute of Management, Lucknow departments and units with consistent language and operating principles as they relate to alumni relations. To provide structure for recognition of the institute's alumni. To create alumni contribution groups in the form of Alumni Chapters. To ensure that alumni related activities are aligned with the institutional goals. To provide SOP's for a smooth and efficient functioning of all alumni related activities so as to avoid any conflict of interest and ambiguity in the roles and responsibilities of various stakeholders.
Abstract:	This policy defines alumni status and outlines requirements associated with Jaipuria Institute of Management, Lucknow Alumni Membership, Alumni Awards and Honours, Alumni Communications, Surveys and Alumni Volunteer Network.

Alumni Status: Who is considered an Alumni of Jaipuria Institute of Management Lucknow?

- Students who have successfully completed their Post-Graduation from Jaipuria Institute of Management, Lucknow are considered as alumni for the institute.
- Certified Alumni are those who have formally taken Lifetime Membership or One Year Chapter Membership (Which is Live).

Alumni Association Membership

- **Membership:** This membership involves the lifetime membership fee of INR 2,500/- (one-time). This membership fee will be deposited in Jaipuria Institute of Management Lucknow Alumni Association bank account.

Alumni Awards and Honours

- Alumni's are felicitated with the **Alumni Achievement Awards** for their professional achievements and contributions on the occasion of **Annual Convocation of Jaipuria Institute of Management, Lucknow**. The categories are "Alumni Achievement Award" for corporate excellence and "Distinguished Alumnus Award" for notable public services or for entrepreneurship.

Alumni Communications and Surveys

- In order to ensure unremitting communication standards, the following communication methods will be adopted: E-mail, Whatsapp Message, Text-Messages, Social-Media, Telephonic Calls and Alumni Portal. Messages would be informative to include all details of any Academic Events, Seminars, Conferences and Alumni Meets to be held.
- Information related to Alumni Surveys will be sought through Survey Forms / Goggle Docs, which will be communicated through E-Mails in the form of links.

Alumni Volunteer Networks

- Jaipuria Institute of Management Lucknow Alumni Association has a network of **5,000 plus alumni** (till date i.e., from 1995-97 batch to 2016-18 batch) including **Alumni Chapters** wherein each chapter is constituted of 1 President, 1 Vice-President, 1 Treasurer, 2 Organising Secretaries and 6 Executive Members.

Preamble

One of the most respected and dedicated business groups of the country, the House of Jaipuria has acquired a place and stature of its own in the industrial arena. Ever since its inception in 1942, the group has diversified business interests into Textile, Power and Education.

Jaipuria's journey in education began in 1945 with the establishment of the Jaipuria College in Kolkata. The ongoing quest for ensuring academic excellence led to the setting up of the first Jaipuria Institute of Management in Lucknow in 1995 followed by campuses at Noida, Jaipur and Indore running PGDM programs.

With the large network of alumni across the country and abroad, the effort is to find opportunities of interfacing and engaging with the alumni towards a mutually beneficial relationship.

The policy replaces any previous versions of policies on this topic that may have been in existence at the Institute in the past.

Purpose

Jaipuria Institute of Management Lucknow Alumni Association has been formed with the objective to foster continuous engagement of the alumni with their Alma mater and to draw their expert knowledge in the relevant fields to further enhance, strengthen and reinforce this relationship for mutual benefits.

Objectives

- To establish, maintain & enhance contact with the ex-students of Jaipuria Institute of Management Lucknow
- To pursue and sustain excellence in education by interaction between the alumni, the faculty and the present students of Jaipuria Institute of Management Lucknow
- To strengthen industry institute interaction and operate related activities for the benefit of students of Jaipuria Institute of Management Lucknow
- To extend all assistance and co-operation to Jaipuria Institute of Management Lucknow, wherever possible, in its endeavours for the growth and development of education and research in the Management education.
- To institute scholarships and awards for deserving past and present students of Jaipuria Institute of Management Lucknow for educational and research purposes as per the terms and conditions laid down
- To provide a common platform for exchange of ideas and disseminating knowledge in professional areas
- To perform any other constructive activities leading towards the enhancement of the skill and knowledge of the members of the Association

Jaipuria Institute of Management Lucknow Alumni Association Structure

- The Director of Jaipuria Institute of Management Lucknow will be the Ex-Officio Patron of the Alumni Association of the institute and its chapters across locations.
- An Alumni Relations Committee will function at the institute level with a professor in charge of Alumni relations and a support team of students and manager alumni relations.

Jaipuria Institute of Management Lucknow Alumni Relations Committee

Will be responsible for carrying out the following activities:

- Development and implementation of campus based Alumni activity plans.
- Organizing campus-based alumni events/activities.
- Coordination of campus-based communication with alumni, including the broadcasting of newsletters.
- Procurement and supply of corporate merchandise.
- Implementation of campus-based alumni donation initiatives that promote a social cause.
- Collecting and providing alumni information for updating of alumni data/records on the central database.

- Direct engagement with the alumni chapters.
- Compliance with institute's alumni policies and guidelines.

Jaipuria Institute of Management Lucknow Alumni Association - Chapter Guidelines

Purpose

The overall purpose of Jaipuria Institute of Management Lucknow Alumni Association Chapter is to promote mutually- beneficial relationships between the chapter, the alumni and Jaipuria Institute of Management Lucknow. The goals of a chapter may include the following:

- Supporting the vision, mission and values of Jaipuria Institute of Management Lucknow.
- Acting as ambassadors for their alma mater.
- Facilitation of networking and relationship-building with external stakeholders.
- Enrolling members for the chapter.
- Promoting the particular interests and activities of the group.
- Facilitating fellowship/interaction among chapter members.
- Providing the relevant data for updating alumni records in order to facilitate effective communication between institute and its alumni.
- Providing feedback from alumni to the institute.
- Arranging chapter activities and conducting the necessary administrative work as required.

It is understood that each chapter will determine its own specific objectives, related to its particular purpose, interest or reason for having been established, as well as the content of its own programs or activities.

Chapter initiatives are to be undertaken in accordance with the overall Alumni Association guidelines and, in general, all chapter activities should remain aligned with the rules, regulations, policies and disciplinary codes of Jaipuria Institute of Management.

Alumni Chapter Management Structure, Members and Roles and Responsibilities:

All Chapters will operate independently; institute will only act as a Facilitator.

Each chapter will function through an Executive Committee (Ex. Co) that consists of:

- 1-President
- 1-Vice President
- 1-Organising Secretary (alumni from senior batches)
- 1 Joint Organising Secretary (alumni from junior batches)
- 1-Treasurer
- 6 Executive Committee Members.

Jaipuria Institute of Management All India Level Core Committee Structure

- It will follow up the same format of member structure as every other chapter.
- Members will be constituted from the standing chapters already constituted.
- Membership will involve capping: On batch basis and representation will be equal from every chapter in numbers.

Responsibilities of the various heads:

The **President**, this leadership role entails the general coordination of the chapter and management of its activities, oversee the activities and implement the agenda in time bound manner to ensure good governance of the chapter. The **Vice President** acts as the direct support to the President and fulfils his/her role when the President is unable to do so or when the President asks the Vice President to assist in implementing the chapter activities.

Some of the roles of the President and Vice-President will be as follows:

- Setting Agenda for Chapter Meetings
- Managing all the Chapter related activities
- Preparing the Annual Alumni Chapter Activity Calendar
- Taking forward the Alumni Membership Drive
- Prepare and Ensure smooth transition during and after chapter election
- It is the duty of the President and Vice President to call 3 successful chapter meetings within a quarter which is a mandate for all the chapters.
- President should ensure that all decisions within the chapter are taken with the majority of the alumni committee & executive committee and its minutes should be posted on the alumni chapter group same day so that everything is in black & white and recorded.
- President should use motivating & leadership techniques to increase the alumni membership base.

The **Treasurer** is custodian of funds and manages the bank account of the respective Chapter. Some of the roles of the Treasurer will be as follows:

- Managing the Bank Account for the chapter
- Collection and Utilisation of Alumni Funds
- Submission of Financial Reports – Quarterly to Jaipuria Institute of Management Lucknow Alumni Association
- Reporting on Funds Utilised
- Monthly Financial Report of Income or expenses of the chapter to be shared by Treasurer of the Organization to the chapter Alumni Committee and Alumni Committee Chairperson on their respective mails every month without failure.
- If not submitted adequate action to be taken by the Chapter President and Alumni Chairperson. Firstly a reminder notice to the treasurer from the president desk taking the alumni chair in loop should be sent. If still report is not mailed to the committee exceeding a time period of 60 days then a show cause notice should be issued to the treasurer for the failure of his responsibility.

- The respective Alumni Chapter bank account should be jointly operated by President, Organizing Secretary & Treasurer across all chapters.
- There should be a minimum of three quotation called for any expenses whose value is above Rs.10,000/- by the treasurer so that organization can get the best market rates. If this policy is not followed then Treasurer is directly answerable to the committee and alumni chairperson and committee can take any action against him along with the alumni chairperson.

The **Organizing Secretary & Joint Organizing Secretary**, these administrative roles maintain the chapter's administrative records/files, records any financial matters/budgets and minutes the decisions taken at meetings. The **Organizing Secretary** will be from the **Senior Batches** and the **Joint Organizing Secretary** will be from the **Junior Batches**. Some of the roles of the Organizing Secretary & Joint Organizing Secretary will be as follows:

- Conducting the chapter meets, AGM and other chapter related meetings and activities
- Organising the Quarterly Meeting of the chapter
- Publishing the Quarterly Reports of all chapter related activities with assistance from Executive Core Committee members
- Updating chapter related Alumni Database on regular intervals and reporting to Jaipuria Institute of Management Lucknow Alumni Association
- Preparing and Maintaining all the proceedings of the chapter related meetings

The **Executive Committee Members** are the main work-force of any committee who will be assisting the Core Committee in their operational work. Some of the roles of the Executive Committee Members will be as follows:

- Publishing the Chapter Newsletter on Half yearly basis
- Collecting information / achievements related to Alumni of their respective chapters
- Taking care of any activity as directed by the Chapter Core Committee Members
- Updating chapter related Alumni Database on regular intervals and reporting to Jaipuria Institute of Management Lucknow Alumni Association

Note: The roles and responsibilities of various positions mentioned above are just indicative and not exhaustive and limited to the one mentioned here.

Appraisal System for all the Chapters:

There should be an appraisal system within all the chapters judged by alumni chairperson and our director and it should be recognized every two years which chapter is doing best. Alumni chairperson and our Director will be the Jury to judge which chapter performed best on various parameters.

There should be two awards given to the best performing candidates performing within the chapter by the Alumni chairperson & Director of our institute. There should also be some retaining policy for these two awarded candidates as they are the assets of the respective chapter.

What do you gain by becoming member of Jaipuria Institute of Management Lucknow Alumni Chapter?

- Access to a huge network of seniors and juniors industry work force with their contact details.
- Stay informed of relevant job opportunities through Jaipuria Institute of Management Alumni portal – be able to apply to relevant jobs as well as be head hunted through alums.
- Participate in Campus sponsored / hosted / organized MDPs / Conferences/ Workshops in your functional area, at a highly discounted rate.
- Avail coaching and functional mentoring through trained senior alums that have a proven track record with industry.
- Access the Institute’s library and keep on adding to your body of knowledge continuously.
- Access the Institute’s conference rooms for conducting meetings if needed.
- Access the Institute’s space for co-working (if available).
- Opportunity to participate as an expert/ panel member in student evaluation process (IDP, SIP Evaluation, CV review, admission process)
- Be able to procure branded merchandise of Jaipuria Institute of Management Lucknow.
- Select fresh batch students in your organisation for SIPs/ live projects / final placements as a preferred recruiter.
- Have fun and frolic and celebrate with the larger Jaipuria Institute of Management Lucknow family through festivals, alum meets, picnics, etc.
- Avail Management Development Programs (MDP)
- Course specific guest Lecture Sessions for students by the registered alumni

How can you contribute by becoming a Member of a Jaipuria Institute of Management Lucknow Alumni Chapter?

- Get involved in the interview and selection process for new batches.
- Based on your functional / industry specialisation get involved with efforts to update the course curriculum.
- Share your experience with students as a guest faculty.
- Contribute towards the course enrichment by sharing updates with the concerned faculty members of your area.
- Contribute to a social cause under the Jaipuria Institute of Management alumni banner.

How will the Alumni Engagement happen?

- By sharing a strong value proposition why alums should register with the chapters.
- By driving enrolments across the chapters.
- By firming up a quarterly alumni activity calendar and executing it.
- Through monthly con-calls with all Chapters to ensure traction.
- By encouraging alum visits to campus with a purpose and ensuring the difference that they can make.

Alumni Election Policy

- Alumni chapter election will take place once in every two year during AGM. Interested members have to nominate for the respective office bearer post online / in the AGM. The voting for the contestant would be online. An appointed election committee would organize the entire election process.

Election Procedure:

- Nominations should be received at least one week before election date. On the spot nominations should not be allowed for smooth and fair process.
- A registered alumni or person can only nominate himself for the post. If the person is not registered one week before election he cannot be declared eligible for elections. Only registered members will have the right to vote.
- The person applying for the post of core committee like President, Vice President etc. should be from the first 12 batches only.
- The votes should be through secret ballot only and not through raise of hands, and only registered members can cast vote.
- Not more than 2 alumni of the same batch can be elected in core committee.
- Alumni Chair and Director of the college should also have voting rights and should act as a fair play watchdog and in case of any dispute their combined decision would be binding on all and will be final.
- We cannot have two persons elected for the one post. In case of tie on any post alumni chair vote will act as a tie breaker.

This is a non-profit motive body and elected people should know they have to work for the benefit of the alumni & the institute, so they have to devote time accordingly. Any person even if the president is absent from the meetings for consecutively 3 meetings, a show cause notice should be issued to the concerned person as to why he should not be removed from their elected post. This notice should be on an auto mode by Alumni Office on behalf of President.

Core Team Mandatory Meeting

At least three meetings shall be held in each chapter in every quarter out of which two of the meetings shall be virtual in nature and at least one meeting should be in person.

- **Consequences of Non-Attendance:** If a member of the committee is not able to attend any of the meetings in a quarter then he/she must be removed from the committee and if a member is not able to attend any 2 of the meetings then he/she shall be considered as dormant.
- **Backfill Policy:** If any vacancy arises because of any gap, then that vacancy should be filled through nomination and with the help of core committee. If any member is removed because of being inactive then the new member elected will complete only the left-over tenure of the previous member.
- **Alumni Fund Management:** The Jaipuria Institute of Management Lucknow Alumni Association Fund shall be managed by Chair – Alumni Relations and assigned person from the committee.

- The **Fund Management** of the respective Alumni Chapters shall be managed by the core committee of the chapters in coordination with the Treasurer of the respective Chapters. The Financial Transaction Statement of the Financial Year has to be submitted to the Jaipuria Institute of Management Lucknow Alumni Association every year. Fund utilisation details should also be shared by the core committee during the AGM of the respective Chapters. There should be **central fund and chapters** can get the amount required depending on their strength.
- **Alumni Awards and Honours:** It should be increased to minimum of 12 awards.

Fund Allocation, Utilization and Approval Mechanism:

- Proportion of fund would be shared by the institute from life time membership fee with the chapters is suggested at ratio of 1,500/1,000 of total fee of Rs. 2,500 i.e. the respective chapter gets Rs.1,000/-
- Tracking of annual renewals.
- In case of alumni moving to another chapter due to relocation, his/her membership would be dealt at chapter level.
- Fund allocation approval will heavily depend on the parameter of the annual contribution and credible activities particular chapter and its members has registered itself in.

Approval Mechanism

- Approval levels for releasing funds will be done by chapter president, to put the proposal for expenses and fund release in Core Committee meeting and the MOM be maintained.
- Mandatory for Treasurer to seek approval from President or Vice President (in the absence of President) before exercising any expense.
- Core Committee can approve up-to 20% of the available funds.
- For any expenditure between 21%-50% of the available funds requires consent of minimum 30% of the Executive Committee members besides Core Committee.
- Core Committee can approve budget of up-to 75%- 80% of the available funds.
- Committee funds cannot be allowed to be invested in any risk related asset / instrument. However, committee can put the funds in Fixed Deposits with the bank that would earn some additional interest

Lifetime Membership

- Access a huge network of seniors and juniors with their contact details.
- Stay informed of relevant job opportunities through JIM Alumni Portal.
- Participate in campus sponsored MDP's/ Conferences in your functional area.
- Avail coaching and functional mentoring through trained senior alums, who have a proven track record with industry.
- Access the institute's library and keep on adding to your body of knowledge continuously.
- Access the institute's conference rooms for conducting meetings if needed.
- Access the institute's space for co-working.
- Be able to procure branded merchandise of JIML.
- Select junior in your organization for SIP's or Live project or final placements as preferred.
- Have fun at frolic and celebrate with the larger JIM family through festivals, Alum meets, picnics, etc.
- Guest lecture sessions for Alumni.

Social Media Do's & Don'ts

Applicable on all Social Connectivity Options specifically WhatsApp:

- No personal comments should be passed in group.
- No parliamentary topic should be discussed on group.
- Should add in group only after the consent of all admins even in case of leaving it.
- Any person should not be added until all group admins consent upon it.